



Lord Grey Academy

Bletchley, Milton Keynes

01908 626110

hr@lordgrey.org.uk

Admin Centre Administrator
Actual annual starting salary: £4,700 per annum
Permanent
Start date: 05/10/2026

About our School:

Employee Benefits:

Teacher & support staff pension schemes
Continuous Professional development (CPD)

Training School Alliance

Networking opportunities

Specsavers eyecare voucher

Free Flu vaccine

Employee Assistance Programme (EAP)

Medicash - Health Cash Plan:

24/7 GP Appointments & prescription services

Dental treatment

Optical care

Physiotherapy

Skinvision - skin health tracker

A range of essential healthcare expenses

Exclusive discounts on shopping & travel

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.

About the Role:

ADMIN CENTRE ADMINISTRATOR

Permanent - Part time - 2 Days

Required for October 2026

Hours of Work - 12:00pm – 4:00pm - Thursdays and Fridays

8 hours per week

39 weeks per year – Term time plus 2 training days

Tove Learning Trust Band D Points 3 - 4 - £25,614 - £26,016 FTE

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An exciting opportunity to join the academy's Admin Centre has arisen due to one of our lovely Administrators retiring. We are looking to appoint a highly capable and proactive Administrator to support the academy Faculties at Lord Grey Academy for October 2026 part time across Thursdays and Fridays..

The successful candidate will play a key role in providing day to day administrative services to support teaching and learning, plus wider aspects of academy life.

The role requires the successful post holder to cover Reception duties and assist with covering the Medical room.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <https://www.lordgrey.org.uk/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Please do look at our recruitment video of our staff talking about working at Lord Grey and our document: Why work at Lord Grey?

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on Thursday 24 September 2026. Interviews will be held on Thursday 1 October 2026.

Only successfully short listed candidates will be contacted. CVs will not be accepted.

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Closing date for applications: 24/09/2026

Alternatively, you can apply here: <https://www.lordgrey.org.uk/vacancies/>